



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Teaching and Learning	<b>Department:</b> Teaching & Instruction
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Superintendent, the Director of Teaching and Learning provides leadership and guidance in the development and implementation of K-12 curriculum in accordance with district policy. Duties of the job include planning and facilitating staff development opportunities to ensure the implementation of instructional programs; and overseeing K-12 standardized testing, assessment as required by federal, state or local mandates.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs the K-12 curriculum review process to assure that district curriculum is aligned with standards, meets the needs of students, and is in compliance with local, state, and federal requirements.
  - a) Plans yearly goals and expectations for district curriculum committees.
  - b) Organizes, leads, and provides guidance to district curriculum committees in carrying out the curriculum review and development process in accordance with district policy.
  - c) Directs the District 110 Curriculum Advisory Council.
  - d) Coordinates the selection and procurement of curricular materials and resources.
  - e) Keeps abreast of developments in curriculum and instruction, and determines their appropriateness for inclusion into the district's educational programming.
  - f) Communicates and presents the findings and recommendations concerning curriculum review, changes, and improvements.
  - g) Coordinates with building principals to ensure implementation of curricular decisions.
- Plans and facilitates district-wide staff development, school improvement efforts, programs, and activities.
  - a) Assists principals in preparing staff development agendas and attends monthly site team meetings.
  - b) Provides support and assistance to building sites in their planning, goal setting, writing, and implementation of school improvement plans and staff development goals.
- Oversees the administration of various state or district standardized tests (e.g. MCA, GRAD, TEAE, MN-SOLOM, MTAS, MTELL, NWEA-MAP).
  - a) Orders testing materials and informs administrators and teaching staff about testing specifications and protocols.
  - b) Analyzes and interprets annual standardized testing results, outcomes, and implications for academic goals.
  - c) Prepares and presents testing reports, results and findings to the Board and administration.
- Prepares and monitors curriculum and assessment expenditures and budget.
  - a) Prepares the curriculum budget for new adoptions and first time material selections.
  - b) Prepares and monitors the district-wide staff development budget.
  - c) Coordinates the requisition process and reviews orders prior to Business Office submittal.

- Carries out supervisory responsibilities in accordance with district policies and applicable laws. Responsibilities may include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising job performance; disciplining employees; and resolving problems.
- Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of instructional expertise/knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings as necessary.
- Keeps abreast of changing developments, trends, instructional and educational technologies.
- Assists with the implementation of the district Strategic Plan.
- Performs other duties as assigned.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>		Master's Degree
	<b>High school diploma or GED.</b>		<b>Major field of study or degree emphasis:</b> Education, Curriculum/Instruction, Administration and/or Educational Specialist program.
	<b>1 year college</b>	<b>2 years college</b>	
	<b>3 years college</b>	<b>4 years college</b>	
	<b>Bachelor's Degree</b>		
<b>x</b>	<b>Master's Degree</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Teaching principles, practices, techniques and approaches.</li> <li>• Child development theories and development stages and needs.</li> <li>• Current trends, theories and technologies pertaining to learning and instruction.</li> <li>• Local, state and federal/national standards pertaining to educational outcomes and achievement.</li> <li>• Assessment procedures, test construction and evaluation methods.</li> <li>• Elements of effective assessment design and administration processes.</li> <li>• State and local systems for recording and reporting assessments.</li> <li>• Curricular and instructional material and strategies.</li> <li>• District administrative policies and procedures.</li> </ul>
	<b>Doctorate</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum 5 years experience as a classroom teacher.	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Teaching License and Administrative Licensure.

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Leading, coordinating and facilitating curriculum evaluation and design.</li> <li>• Analyzing and presenting assessment results.</li> <li>• Assisting classroom teachers in assessing, improving and revision curriculum, including experience working with staff across grade levels and different subject matter.</li> <li>• Collecting, summarizing, analyzing and interpreting testing or other statistical data.</li> <li>• Utilizing statistical packages and software packages for data analysis.</li> <li>• Designing and laying out documents and reports.</li> <li>• Coordinating and organizing the administration, collection, testing administration and distribution of standardized tests</li> <li>• Presenting complex reports, issues and concepts before diverse audiences and groups.</li> <li>• Evaluating, improving and implementing change processes.</li> <li>• Designing, developing and implementing of professional development programs and services.</li> <li>• Dealing with staff, parents, administrators and other educational professionals over curriculum, assessment, testing and staff development issues and concerns. Interactions require presentational and communication skills to persuade, instruct, facilitate, inform and work with others to gain cooperation and understanding of educational issues/needs/outcomes and to advise or make recommendation.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Teaching and Learning Manager	2
2	Instructional Coach (TOSA)	2
3	English Language Learning Teacher	1
4	Administrative Assistant	1
<b>TOTAL</b>		<b>6</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Licensed teachers while serving curriculum committee assignments.	<b>Total:</b> 300

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
<b>Classification History:</b>  Description created by ISD 110 Human Resources 10/2009. Revised 3/2017.